

POSITION TITLE: AUDITOR III -
Fiscal Management

DEPARTMENT: Community Justice Assistance Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

DATE: 02/03/2012

I. JOB SUMMARY

II. ESSENTIAL FUNCTIONS

- A. Performs routine to moderately complex audits that are primarily small to medium in scale to ensure compliance with laws, rules, and regulations.
- B. Examines and analyzes the management operations, internal control systems and structures, and accounting records for reliability, adequacy, accuracy, efficiency, and compliance with legal regulations; and prepares audit reports of findings, outlines discrepancies, and recommends corrective actions.
- C. Conducts special investigations into questionable accounting practices and records; and advises on requirements, liabilities, and penalties of compliance and noncompliance and makes recommendations for improved accounting systems controls.
- D. Participates in project planning; assists in developing audit scope, objectives, and project procedures; and coordinates preparation of audit project files, records, and other documentation.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning accounting or financial auditing experience.
3. Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) preferred.

B. Knowledge and Skills

1. Knowledge of automated financial information systems.
2. Knowledge of accounting and auditing methods and systems and business practices.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to review technical data and prepare technical reports.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.